

Billings JSEC
Planning Meeting Minutes
September 16, 2011

Prepared by: Sharon Michael, Billings Job Service-JSEC Coordinator

In attendance:

Lisa Wallace- Chair-MSU-Billings

Denise Giffin- Co-Chair-Woods Powr-Grip Co.

Lisa Nunberg- Adecco

Terry Harvey- Billings Job Service

LynnDee Schmidt- Treasurer-Yellowstone County

Sylvia Noble- Step, INC.

Denise Smith-Home Builders Association

Sharon Michael- Billings Job Service

Absent:

Heather Brenden, Ryan Brosseau, Patty Nordlund, Shelly Popp, Lisa Reynolds, Karen Sinclair, Vonda Sorenson, Hilary Swenson, Ryan Van Ballegooyen and Steve Wilson.

Sharon introduced Terry Harvey as the new JSEC Co-Coordinator. Sharon will be out on maternity leave for approximately two months (December & January).

Registered Apprenticeship & Training Program:

- Viewed and discussed Montana Department of Labor & Industry Registered Apprenticeship & Training Program Video. Additional information can be obtained online at:
www.apprenticeship.mt.gov

Billings Job Service Manager provided by Sharon Michael:

- Unemployment stats for July:
 - Statewide = 7.2%
 - Yellowstone County = 5.6%
- Door counts June through August averaged 389 per day. June totaled 11,017 (OPA was located in our facility during this month. July totaled 6,743 and August totaled 8,291.
- Staff entered job orders for the month of August were 598.
- 3349 unduplicated seekers received services in August.
- 1979 seekers received 4,789 referrals from staff.
- 181 seekers received 222 intensive services from staff.
- 175 seekers received 425 Prove-It Tests.
- Job Service staff assisted with 21 new registrations in August and there were 472 new web registrations.
- For the month of August, 26,947 job seekers successfully logged on to www.jobs.mt.gov 136,860 times.
- Ryan Van Ballegooyen, current supervisor, has been promoted to Manager.

Chairperson's Report:

Planning Meeting Overview:

- The Billings JSEC is moving forward with the usual events: fall seminar, Jobs Jamboree and scholarships with the addition of a possible spring training series.
- Lisa discussed the ongoing process of expanding and retaining JSEC memberships. She would like to create a Recruitment Action Sub-Committee to this process forward.
- At the planning meeting LynnDee discussed the importance of reviewing/updating our current by-laws. Lisa would like to create a By-laws Action Sub-Committee.

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MSEC Semi-Annual Meeting:

- Lisa Wallace and Sharon will be attending the MSEC Semi-Annual Meeting in Helena on October 6th.

MSEC Area Representative Opening:

- Montana State Employers Committee (MSEC) Area 4, which includes Billings and Lewistown, is currently in need of an Area Representative. The Area Representative must be a current JSEC member. Please e-mail Sharon or Lisa Wallace if you are interested in this role.

JSEC Coordinator:

Fall Seminar:

- The Yellowstone County Commissioners agreed to sponsor the upcoming fall seminar.
- The topic will be Human Rights. Event speakers include Jason Ritchie with Holland & Hart and Marieke Beck with the Human Rights Bureau. The seminar will cover the Human Rights process, discrimination/retaliation hot spots, disability and current case laws.
- Should have a date secured with both speakers early next week
- The committee agreed to extend the seminar. The seminar will run from 8:00 a.m.-Noon
- LynnDee will pursue a company sponsor for the audio costs. Last year the audio was approximately \$500
- LynnDee will also pursue pre-approval for HRCI re-certification credits

2012 Jobs Jamboree:

- Sharon is currently in the process of negotiating the MetraPark contract for Jobs Jamboree. She is negotiating at last year's rates to include 400 chairs and 100 tables at no charge. She should receive a copy of the contract by next week.
- Committee agreed on the date and time for the 2012 Jobs Jamboree. The Jobs Jamboree will be held on March 20, 2012 from 2 p.m.-7 p.m. at the Montana Pavilion at MetraPark.
- Rates were set at last year's rate. Jobs Jamboree rates are as follows: Basic Registration- \$100 to include 10'x10' booth, skirted table, draped curtain behind booth and up to two box lunches. Event Sponsorship- \$250 to include everything the basic registration does; the business name and/or logo on all event advertisements and awarded scholarships to college-bound high school seniors. Registration rates will increase \$25 after the early bird deadline of February 1st.
- The committee agreed to add a \$5 convenience fee for employers who pay online.

Treasurer's Report:

- LynnDee distributed the Treasurer's Report. Fund balance for June 30, 2011 was \$20,044.05 and as of September 16, 2011 is \$15,000.66.

Old Business:

2007 JSEC Scholarship Request:

- Mitchell Wallace was awarded a \$250 JSEC Scholarship in 2007. He recently contacted Lisa Wallace regarding the scholarship he claims he never received. There is no record of the payout. Denise moved to pay Mitchell the \$250 awarded scholarship, Lisa seconded. The scholarship will be paid directly to MSU-Bozeman. Lisa will notify Mitchell.

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New Business:

Recruitment Action Sub-Committee:

- Lisa Nunberg, Denise Smith, Denise Giffin and Lisa Wallace volunteered to serve on the committee. Will send an e-mail to all members to recruit a chair for the sub-committee and additional involvement.
- Sharon will provide the sub-committee with a list of businesses that extensively use Job Service.

By-law Action Sub-Committee:

- A By-laws Action Sub-Committee was established. LynnDee volunteered to chair the Committee. Lisa and Denise Giffin agreed to serve on the committee. Will send an e-mail to all members to recruit additional involvement.

Announcements:

- Denise Smith announced that EnergyStar is updating their Version 3 certification. The Home Builders Association of Billings will be offering free training & certification on October 19.
- Lisa Wallace announced that MSU-Billings is now recruiting employers for Tech-Expo on October 25, 2011.
- Seasonal Employment Connection will be held on Wednesday, September 21, 2011 at the Billings Career Center from 1:45-2:45 for students and 3:00-6:00 p.m. for the general public. Over 60 businesses will be advertising seasonal or part-time openings at this event.
- Lisa Nunberg announced that Adecco is seeing a significant increase in the need for IT people.
- Lisa Wallace has filled all slots for her "Ask an Executive" series at the college campuses.

Meeting adjourned: 9:10 am

Next JSEC Meeting: **8:00 am Friday October 21, 2011, at Billings Job Service.**